

Production Records

Overview

Production records are the daily documentation that a reimbursable meal or snack was prepared and served. Production records provide valuable information for planning menus and conducting nutrient analyses. The National School Lunch Program, School Breakfast Program, and the After School Snack Program all require production records to be completed. They may also be used for forecasting student participation, writing bid specifications, and writing menus. The State agency uses production records to determine compliance with the required United States Department of Agriculture (USDA) meal pattern for breakfast and lunch.

Terminology

Afterschool Snack Program (ASSP) – Offered under the National School Lunch Program to students after the school day.

National School Lunch Program (NSLP) – The largest student nutrition program in the United States and the first such mandated by Congress.

Production Record – A document of forecasted number for each menu item, actual food produced, quantity, portion size, actual number served, and component crediting.

Reimbursable Meal - A meal that has met all of the mandatory federal meal component requirements and can be claimed to receive reimbursement.

School Breakfast Program (SBP) – Federal program that provides funding based on the income of the students.

Standardized Recipe – A recipe that has been tested for consistency and yield.

What are Production Records?

Production records must be completed for **every reimbursable meal** and afterschool snack served at **each site**. They must be kept for three years plus the current year. These records will be examined as part of the Administrative Review.

Production records are prepared by the menu planner, but are completed by the food service staff on site during the day of the meal service. Satellite production records may be completed by site staff and satellite site staff.

Central or base kitchens must keep records of the amount of food shipped to each satellite or receiving kitchen as well as total production for that site.

Production records contain important information which may include: the day's menu, temperatures of cooked food items and temperatures of foods at time of service, signature of verifier, and number of planned adults and students.

Food production records must include:

- Number of reimbursable meals planned, offered, and actually served
- Estimated number of "meals planned" based on estimated participation at the site, determined from past production records by the menu planner

- Number of “meals offered” and number of meals actually “served”, completed by the food service staff
- **All** menu items (or foods items) planned, offered, and served for the reimbursable meal, including milk type and condiment/accompaniments, completed by the menu planner
- Portion of serving sizes for each age-grade group, completed by the menu planner
- Standardized recipe used, including recipe number or identification, completed by the menu planner
- Brand Name, CN label numbers, and identification numbers of commercially prepared food products, indicated by the menu planner
- Notation of how each food item contributes to the meal pattern, indicated by the menu planner
- Documentation of à la carte, adult, and/or other non-reimbursable meals, including the number of portions for each of these food items, completed by site staff
- Documentation of substitutions and or leftovers used, completed by site staff

Total amounts of foods planned, offered, and actually selected/served:

- The foods *planned* column identifies how much of a food item the menu planner believes the kitchen will need to have on hand (to meet meal pattern requirements).
- The foods *offered* column identifies how much of a food item was actually prepared and was available to serve to students by the site staff.
- The foods *served* column conveys the amount of food that was actually selected by students/served by site staff.

Why are Production Records Important?

On site, production records serve three very important purposes:

- Give food service staff the information they need to prepare the meal or snack according to the menu planner’s instructions
- Document what was actually prepared and served at each serving site
- Prove that reimbursable meals were offered

In the office, production records serve as a tool to forecast future breakfast and lunch participation and help to identify popular and unpopular menu items for menu development. Production Records also serve as a guide to determine which food products need to be ordered for future meals.

In the financial area, production records serve as proof that your program is serving meals in compliance with the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and/or the Afterschool Snack Program. They are required by regulation and can be requested by SDE to justify your claims for reimbursement.

During an Administrative Review, production records are examined to determine if reimbursable meals are being served.

Resources

Additional resources may be available for this topic. Please check the Idaho School Nutrition Reference Guide website for copies of manuals, user guides, and helpful links to relevant subject matters.